

SECTION C-6

APPLICABLE DIRECTIVES, PUBLICATIONS, INSTRUCTIONS, AND FORMS

6.1 PUBLICATIONS AND FORMS

Publications and forms that apply to this PWS are listed below. The publications have been coded as either Mandatory or Informational. The SP is obligated to follow those publications coded as mandatory. The SP shall be guided by the publications coded informational to the extent necessary to accomplish requirements in this PWS. The forms listed in this section are not all-inclusive and merely represent a range of forms that may be used by the SP. Publications and forms listed will be made available at the start of the contract. Some publications and forms are available at:

<http://www.nih.gov>
<http://grants.nih.gov/grants/forms.htm>
<http://dcp.psc.gov/dcpforms.asp>
<http://forms.psc.gov/forms/PHS/phs.html>
<http://forms.cit.nih.gov/ListPDF.html>

6.1.1 SUPPLEMENTS AND AMENDMENTS

The Government shall provide follow-on requirements to the SP when changes occur. Supplements or amendments to listed publications from any organization level may be issued during the life of the contract. Any adjustments will be done IAW the Changes Clause FAR 52.243.1.

6.1.2 GOVERNMENT'S RIGHTS TO SP'S OPERATING LOGS AND FORMS

The Government shall have unlimited rights to use, duplicate, or disclose SP's operating logs and forms, in whole or in part, in any manner, for purposes associated with execution of this contract. The purpose of this statement is to minimize disruptions in service and preserve historical data in the event the SP is changed. This does not apply to publications determined to be proprietary to the SP. Records maintained by the SP remain the property of the United States Government and will be retained IAW disposition instructions.

6.1.3 DIRECTIVES

The following documents are identified to assist in understanding how NIH currently performs their mission. Commercial practices will be considered where the performance requirements are determined to equal or exceed requirements, as NIH interested in obtaining the same or higher level of service.

DIRECTIVES, INSTRUCTIONS, REGULATIONS, SOP's	MANDATORY	INFORMATIONAL	WEBSITES
PL95-224-Federal Grants and Cooperative Agreement Act of 1977	X		
PL95-224-Implementation of Federal Grant and Cooperative Agreement Act of 1977	X		
Code of Federal Regulations Title 45, CITE: 45CFR92	X		http://opa.osophs.dhhs.gov/cfr/45cfr92.txt
Code of Federal Regulations Title 45, CITE: 45CFR74	X		http://opa.osophs.dhhs.gov/cfr/45cfr74.txt
NIH Guide for Grants and Contracts	X		http://grants.nih.gov/grants/guide/index.html
NIH Grants Policy Statement	X		http://grants.nih.gov/grants/policy/nihgps_2001/index.htm
DHHS Grants Policy Directives	X		http://www.hhs.gov/grantsnet/adminis/trans/tran104.html
IMPAC II Introduction		X	http://era.nih.gov/impacii/
Grants Policy and Guidance	X		http://grants1.nih.gov/grants/policy/policy.htm
U.S. General Services Administration Office of Government wide Policy	X		http://www.policyworks.gov/
Appendix A to Chapter 301 of the Federal Travel Regulation	X		http://www.policyworks.gov/org/main/mt/homepage/mtt/perdiem/travel.shtml
Travel Management	X		http://www.fedtravel.com/gsa/
The Freedom of Information Act, 5U.S.C.552	X		http://www.nih.gov/icd/od/foia/efoia.htm
Federal Advisory Committee Act, 5U.S.C.5	X		http://www.gsa.gov/portal/content/
Office of Global Health Affairs (OGHA)	X		http://ogha.psc.gov/ogha/
Code of Federal Regulations Title 36, CITE: 36CFR1228 Disposition of Federal Records	X		http://frwebgate6.access.gpo.gov/cgi-bin/waisgate.cgi?WAISdocID=866542161049+1+0+0&WAISaction=retrieve
Keeping and Destroying Records	X		http://www1.od.nih.gov/oma/manualchapters/management/1743/main.html
5808-Establishment and Documentation of Files and Other Records, Including Monitoring Actions, for NIH Grant Programs	X		http://www3.od.nih.gov/oma/manualchapters/grants/5808/

DIRECTIVES, INSTRUCTIONS, REGULATIONS, SOP's	MANDATORY	INFORMATIONAL	WEBSITES
6315-1-Review and Evaluation of R & D Contract Proposals	X		http://www1.od.nih.gov/oma/manual/chapters/contracts/6315-1/
NBS Travel Manager System Student Guide	X		
PHS 398 (Application for a Public Health Service Grant)	X		http://grants.nih.gov/grants/funding/phs398/phs398.html

6.1.4 FORMS

FORM NUMBER	FORM TITLE
901	Request for Assignment Change(s)
ADP	ADP Order Request
CM6250	Financial Operating Plan (FOP)
DSP-82	Application for Passport by Mail
FS1170	Redemption for Unused Tickets
HHS1	Travel Order
HHS26	Printing and Visual Services
HHS68	Request for Staff Manual Materials and Mailing List Changes
HHS91	Locator File and Telephone Directory Additions, Changes, and Deletions
HHS99	Authorization to Attend Non-Government Sponsored Meetings
HHS348	Request for Approval to Accept Payment of Travel Expenses From a Non Federal Source
HHS393	Purchase/Service/Stock Requisition
HHS439	Personal Custody Property Record/Hand Receipt
HHS568	Final Invention Statement and Certification (For Grant or Award)
HSAMEMO	Request for OPRR to Negotiate a Human Subject Assurance
NFT	Notification of Foreign Travel Memo
NIH62	Work Request (Division of Engineering Services)
NIH402	Request for Professional Service Contract
NIH590	Special Volunteer and Guest Researcher Assignment
NIH649	Report of Property Transfer
NIH705-1	Grants Management Worksheet
NIH827-2	Request for Use of Lister Hill Auditorium
NIH1616-1	Request for Publication and Speech Clearance
NIH1715	Claim for Reimbursement of Travel Cost, Per Diem, and Consultant Fee
NIH1742	Agency Agreement and Clearance
NIH1820	Notification of Proposal to Make an Award
NIH1861	Requisition Worksheet
NIH1884	Request for Shipment
NIH1884-1	Commercial Invoice
NIH2138	Key/Lock Work Request
NIH2144	Fellowship Termination Notification
NIH2408	Request for Entertainment Funds
NIH2489	Personal Property Loan Record
NIH26013-01	Purchase Request
NIH2684	Approval for Use of Foreign Flag Carrier

FORM NUMBER	FORM TITLE
OF11	Reference Request - Federal Records Centers
OF41	Routing and Transmittal Slip
PHS6101	Record of Communications
SF135	Records Transmittal and Receipt
SF1012	Travel Voucher
SF1164	Claim for Reimbursements for Expenditures on Official Business
SF3881	ACH Vendor/Miscellaneous Payment Enrollment

6.1.5 REPORTS

NUMBER	REPORTS
1	Active Pre-doctoral NRSA Trainees Report
2	Administrative Data Report
3	Administrative Grant Data
4	Assurance Report
5	Awards by Congressional District
6	Composite Score Report
7	Conflict Report
8	Council Review List
9	Early Council Concurrence Project Votes Report
10	Fiscal Year 2003 Summary of Awards
11	Foreign Applications Report
12	Future Commitments Report
13	Master List of Applications
14	NIH Post-Review Certification Form Regarding Conflict of Interest, Confidentiality, and Non-Disclosure for Reviewers of Grant Applications and R&B Contract Proposals <u>Who are Not Federal Employees</u>
15	NIH Pre-Review Certification Form Regarding Conflict of Interest, Confidentiality, and Non-Disclosure for Reviewers of Grant Applications and R&B Contract Proposals <u>Who are Not Federal Employees</u>
16	NIH Pre-Review Certification Form Regarding Conflict of Interest, Confidentiality, and Non-Disclosure for Reviewers of Grant Applications and R&B Contract Proposals <u>Who are Federal Employees</u>
17	PMS Report 1
18	PMS Report 2
19	Post Council List of Council Actions
20	Program Officials Report
21	Review Meeting Agenda
22	Review Meeting Minutes
23	Scores for BISTIC Phased Innovation Awards (R21/R33)(PA-00-117)
24	Scoring Sheet
25	SRG Status Report
26	Summary Statement Dates
27	Summary Statements Status
28	Voter Scoring Matrix